

Department of General Services
 Records Management Division
RECORDS RETENTION and DISPOSAL SCHEDULE

Schedule No. 1209-A-40
 Follow your current schedule #

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Agency
 Department of State Police

Division/Unit
 Maryland State Police

Item No.	Description	Retention
	<p>This schedule, 1209-A-40, replaces schedules 1209, and 1209-A-1 through 1209-A-39 in entirety.</p> <p>The attached schedule, 1209-A-40, is from the Maryland State Police Manual and includes Chapter 8 Sections II, III, IV, V, VI, VII, VIII, IX, X, XI, and XII.</p> <p>Each of the numbered items is titled, described, and has a retention period.</p>	

Approved by Department, Agency, Division or Unit Representative

Date: September 7, 2012

Signature: 

Type Name: Thomas L. Vondersmith, Jr.

Title: Department Records Retention & Disposal Schedule Manager

Schedule Authorized by State Archivist

Date: 9/28/2012

Signature:



CHAPTER 8 SECTION I

GENERAL PURPOSES

Revised 00-00-12

8-I-1

A. Purpose.

The purpose of records management is to prescribe procedures for:

1. The development and implementation of a continuing records management program for each installation, division and unit.
2. The organization and maintenance of current records.
3. The disposition of all record and non-record materials.

B. Authority

1. This chapter has been prepared pursuant to, and in furtherance of, the provisions of the Records Management Act of 1953, State Government Article 10-634, annotated Code of Maryland and establishes standardization of files and records throughout the Department.
2. This chapter and all additions, amendments, instructions, directives, and other records management materials are issued under the authority of the Superintendent to be administered by the Office of Strategic Planning (OSP) as provided in the MSP Administrative Manual.
3. Separate retention schedules for records which are unique to a particular installation, division or unit will be established by the OSP and maintained in addition to the filing and retention schedule specified in this Chapter.
4. Additional files, records, or procedures will not be established without the prior approval of the OSP.

C. Scope

Unless otherwise ordered, the provisions of this chapter are mandatory and shall apply to all MSP installations, divisions, sections and units

D. Responsibility

1. The OSP has the overall responsibility for monitoring the creation, maintenance, and disposition of the MSP's records. This responsibility includes, but is not limited to, the following specific items:
 - a. Analyzing, developing, coordinating, and installing records management procedures, including filing procedures, to meet MSP needs.

- b. Serving as liaison with the Records Management Division, Department of General Services, on matters relating to records management

2. Commanders responsible for the maintenance and use of records will ensure the approved filing system is implemented.
3. The location of files will be left to the discretion of individual commanders. However, bulky files such as oversized pages and computer printouts may be kept in binders, but must be properly labeled.
4. The objective in managing official records is to make them serve the purpose for which they were created as economically and efficiently as possible. This objective can be reached by constant adherence to the procedures established herein.

E. Guidelines for Filing

1. Do not file useless paper. The filing of records should be restricted to those records listed in the MSP's filing schedule. Filing less has four primary advantages:
 - a. Faster Finding
 - b. Faster Filing
 - c. Easier Disposal
 - d. Saves space, equipment, and supplies
2. Limit the number of copies of each document prepared to those which are specifically required or requested or which serve a valid purpose.
3. Do not file the extra copies of:
 - a. General Orders, Memorandums, Special Orders, Personnel Orders, and other internal directives.
 - b. Reproduced documents used in the suspense or tickler file as a reminder to complete an action. Ledgers should be utilized for accountability.
 - c. Incoming correspondence commonly known as the "courtesy copy".
4. Required records are the "official files" of an installation/division/section/unit which should be completely separated from the "unofficial files".
5. The "official files" are those files which actually document the functions and responsibilities of the division/installation. These include:

- a. Fiscal
 - b. Administration
 - c. Law Enforcement Operations
 - d. Legal, Personnel Administration
 - e. other related files as itemized in the filing system
6. "Unofficial files" consist of copies of printed or reproduced pamphlets, magazines, technical reports and related publications maintained by choice, as a source of useful information. These publications are not listed in the Filing System because they often involve numerous subjects and cannot be categorized under any specific topic. They may, in fact, be disposed of at the pleasure of the Commander and generally include
- a. "The FBI Digest,"
 - b. supply catalogs,
 - c. and similar informative publications.
7. Eliminate Extra Copies
- a. Creation of extra copies should be limited to those which will be of significant value to the division/installation and only when the responsibility for their maintenance can be firmly established.
 - b. Some ways to minimize the creation and receipt of extra copies are as follows:
 - (1) Review and trim the distribution lists for correspondence and other papers dispatched from the division/installation/unit
 - (2) Discontinue sending extra copies unless there is a known need
 - (3) Request to be removed from the distribution list, if information copies are routinely received from a particular office which do not concern your operation.
8. Most duplicate files are maintained merely for convenience; seldom are they essential to the operation of a division/installation. Duplicate files kept at various locations within an office may seem efficient, but they are costly to maintain and can be misleading because they do not always contain a complete case history or sufficient background data necessary to make sound decisions. Furthermore, duplicate files can often undermine the main files.
9. Review the publications received and request deletion from the mailing list of those not pertinent to the functions of the division/installation/unit where received.

F. Filing Systems and Arrangements

1. Case Files are the simplest and easiest of all to maintain and constitute the largest single type of file maintained by the MSP. They consist of groups of file folders arranged in numerical, alphabetical, chronological or geographical sequence. Each group generally containing the same types of papers which tend to document an action from its beginning to its end.
2. Samples of some of the more common files with arrangement patterns as maintained by the MSP are as follows:

Daily Barrack Logs	Chronological
Daily Radio Logs	Chronological
Trooper Activity Reports	Chronological
Trooper Activity Summaries	Chronological
Employee Work & Leave Sum.	Chronological
Gun Registrations	Chron. & Alpha
Gun Permits	Alphabetical
Warrants	Warrant Ctrl. Numbers
Accident Reports	Complaint Control Number
Criminal Investigation Report	Complaint Control Number
Accident & Sick Reports	Alphabetical

3. Since the primary functions and responsibilities of the MSP are enforcing the law and the apprehension and arrest of criminals who violate the law, it is understandable why over 90% of MSP records are case records. It is for these apparent reasons that particular attention should be given to planning, designing, and maintaining case filed records.
4. Technical reference files consist of printed reports, publications, manuals, law enforcement magazines, sales literature, specification manuals, supply catalogs, digests, and similar reproduced or printed materials kept in the office or library only as a source of useful information.
 - a. Since technical reference materials need to be organized and arranged along library lines, rather than in folders and cabinets, they have not been included in the filing outline but will be maintained with control.
 - b. After carefully selecting publications pertinent to an office, adequate measures should be taken to organize and maintain them in a manner best suited to the needs of that office.

- c. At least once a year, screen the file to remove:
- (1) all rescinded and obsolete materials
 - (2) material which has been included in another publication maintained by the office.
 - (3) material of no informational value
- d. Use one of the following methods to arrange the file:
- (1) SUBJECT arrangement if there are several feet of the documents which can be grouped by broad subject topics, such as "Narcotics," "Weapons," or "Radar"
 - (2) SOURCE arrangement if there are reference materials from several sources and users request them by source, such as "Police Academy," "National Crime Bureau," or "Schools of Law"
 - (3) TITLE arrangement when users request documents by title, such as "Police Chief" or "FBI Digest"
 - (4) NUMBER arrangement when publications, such as catalogs, laws, and manuals are identified and requested by number.
- e. Use standard folders for filing letter size and near letter-size documents which do not have identifying information on the spine.
- f. Use binders for filing manuals, and other publications which are changed and updated through the issuance of new pages
5. Card files are maintained for two purposes
- a. As an index or guide to information filed elsewhere, such as index card files used to reference Criminal Investigation Reports, and
 - b. a record of activities, such as the Complaint Control Card files.
6. Card files used for immediate reference to records should be easy to use and accurate. They are costly to maintain and should be established only if absolutely necessary. The three card files most often used in MSP offices are:
- a. Complaint Control Card File
 - b. Master Name Index File
 - c. Accident Card File

G. Files Maintenance

The simplest and most convenient method of carrying out records disposition is to "cutoff" or "break" each file regularly and start a new file.

1. A files cutoff system:
 - a. prevents the accumulation of files beyond actual current needs.
 - b. prevents growth of files into cumbersome, unmanageable collections.
 - c. simplifies the retirement and destruction of records in blocks.
 - d. facilitates reference to current files, and restricts the requirements for additional space and equipment.
2. Case files may be cut off at the termination of a transaction. For example, when an investigation has been completed and the case finally adjudicated, the folder(s) can be marked with the date of termination and placed apart from open cases. This applies to files which are designated with open and closed provisions only.
3. Chronological sequence files, such as accounting and fiscal, are easy to cut off since they are initially filed by fiscal or calendar year. At the time of cut off:
 - a. move the files to an inactive files area until they can be transferred or destroyed in accordance with your records retention schedule.
 - b. prepare new folders for the current year.
4. A charge out record will be made and substituted for all documents removed from the file for reference purposes. Information entered on the charge out record is used for locating the document when it is removed from the drawer. When the documents are returned to the drawer, the entries are lined out and the record is available for reuse.
5. While guide cards are the principal file signposts, drawer labels and folder labels also help to find or file faster in the right folders.
 - a. Drawer labels narrow the search to one drawer.
 - b. Guide labels narrow the search to several folders.
 - c. Folder labels narrow the search to the contents of one folder.
 - d. Labels should be in large type and colored if possible, to help identify separate files. Captions should be accurate and complete to identify the contents.

- e. The file drawer is usually the first label read and should show:

- (1) the file title,
- (2) years covered and the segment of the file included in that drawer,
- (3) a distinction between active and inactive files and the kind of file arrangement may also be shown as indicated below:

Drawer Labels

ADMINISTRATION -ADM

ADM 1 (Records Management)
To
ADM 5 (Status Reports)

LAW ENFORCMENT OPERATIONS - OPS

OPS 3 (Warrants)
to
OPS 6 (Private Detectives)

6. The second label usually needed is the guide label which should show the contents of the folders which follow. In many instances this label will be identical to the label on the first folder behind the guide.
- a. For numbered case files, guide labels should reflect numeric breakdowns of the file at regular intervals, perhaps at every group of 10 numbers.
 - b. For alphabetical files, guide labels are not needed for each letter of the alphabet, but they should be placed at intervals to identify the largest and most used collection of folders, and show the file code, as well as the topic.
7. The entire files system is designed and planned to direct the user speedily to one folder. If the label on the folder does not completely and exactly identify the contents, even the best files system falters. A good folder label should reflect in no more than three typewritten lines:
- a. the specific name,
 - b. letter,
 - c. geographic location,
 - d. topic,
 - e. number, code or symbol identifying exactly the contents of that folder.
 - f. If folders are broken down in chronological order, indicate the segment kept in each particular folder. Samples are shown as follows:

Folder Labels

FIS 1 WORKING FUND
1998

FIS 2 INVOICES FORWARD
1998 FOR PAYMENT

FIS 3-1 CAPTIAL EQUIPMENT
1998 INVENTORY AND
IMPROVEMENTS

ADM 11 STAFF INSPECTIONS
1997

OPS 25-1 MISSING PERSONS REPORT
1995 (CLOSED)

OPS 24 CRIMINAL INVESTIGATION
1994 REPORT

H. Filing and Retention Schedule

1. The filing and retention schedule found in Chapter 8 defines a system for identifying and arranging records to facilitate quick and easy reference and disposition. The schedule number is revised each time a revision occurs in Chapter 8 and is posted on the PowerDMS, Ch 8 Schedule # under Manuals, Orders, Memoranda. Contact Planning & Research Division for details if needed.
2. All correspondence, reports and records created or received at an installation, division, or unit are included in this outline and have been brought together under ten subject primaries according to the functions to which they relate.
3. Examples:
 - a. All correspondence and records which relate to the acquisition, expenditure, and audit of funds have been brought together under the primary FISCAL.
 - b. All correspondence which documents the status of personnel have been brought together under the primary: PERSONNEL ADMINISTRATION.
 - c. Records which document the operational functions of the MSP have been brought together under the primary: LAW ENFORCEMENT OPERATIONS, which is broad enough to cover the full range of activities concerned with preventing crimes and enforcing the laws and ordinances of the State.

4. Secondary subjects, which relate to the primary subjects, are arranged alphabetically following the primary subjects. For example:
 - a. Budget Requests and Capital Equipment and Improvements are secondary to FISCAL.
 - b. Accident and Sick Reports (Open) are secondary to PERSONNEL ADMINISTRATION.
 - c. Warrants, Firearms Dealers, Criminal Summons, and Incident Reports are secondary to LAW ENFORCEMENT OPERATIONS.
5. Some secondary subjects are further subdivided into related tertiary subjects to allow for a more definitive grouping of papers.
 - a. For example: following FISCAL, all papers concerned with Budget Requests are further subdivided between Capital Equipment, Motor Vehicle Equipment and Ordnance Equipment.
 - b. This system is basically a subject file system where the subjects are further subdivided to permit a more refined classification of papers and folders.
6. File codes avoid the need to write out lengthy subject titles of papers and to make finding and filing easier and faster.
 - a. A group of letters and consecutive numbers are assigned to each subject. This converts the system from a straight subject to a modified subject numeric system, permitting arrangement of primary subjects in alphabetic sequence while retaining a simple numeric order for subdivisions of the primaries. For example:
 - b. Thus, the modified subject numeric system has the additional advantages of being easy to memorize and of allowing maximum flexibility in adding new symbols without breaking the continuity of the pattern, or changing symbols assigned to other subjects

Primary	1-0	ADM ADMINISTRATION
Secondary	1	Records Management
Secondary	6	Civil Defense – Disaster Plans
Tertiary	6-1	Radar Equipment – Testing and Monitoring

Primary	3-0	FIS FISCAL
Secondary	1	Working Fund
Secondary	3	Budget Requests, Authorizations
Tertiary	3-1	Capital Equipment Inventory And Improvements – Motor Vehicle Accessories – Inventory

- b. Thus, the modified subject numeric system has the additional advantages of being easy to memorize and of allowing maximum flexibility in adding new symbols without breaking the continuity of the pattern, or changing symbols assigned to other subjects
7. Unique Filing and Retention Schedules have been created for selected MSP divisions and units as a supplement to the MSP Filing and Retention Schedule.
 - a. A unique schedule lists those records which, because of some unique characteristic or feature, require exclusive retention.
 - b. A Unique Filing and Retention Schedule is assigned number 971 followed by the unit identification number of the barrack or division, i.e. OSP unique file number 971-02.
8. Requests to establish or change a unique filing and retention schedule will be submitted to the Management Analysis Section which will:
 - a. maintain the originals of all schedules approved by the State Archivist.
 - b. forward a copy of a schedule approved by the State Archivist to commanders whose commands require a unique schedule.

I. Record Copy

Certain installations/divisions/units are required to keep a record copy of certain documents, reports, invoices, or other material until audited or because of other administrative necessities. A record copy must be kept at least three years by Maryland Statute.

J. Destruction and Storage of Records

1. All records and files will be listed on a records and retention schedule that will be approved by the State Archivist.

- 2. The destruction and storage of all records will be in accordance with the instructions found in the Records Management Manual published by the Department of General Services, Records Management Division.
- 3. The filing and records retention schedule which shows where records are filed, when they are destroyed, and when they are transferred to the State Records Center for storage and later destruction is found in Chapter 8 for records and files used throughout the MSP. Refer to a unique schedule for records and files unique to a specific installation, division, or unit.
- 4. Retention Schedule Number and Item Number.
 - a. The MSP Records Retention Schedule changes with each revision and will be published by the Management Analysis Section. The number will be 1209 plus 2 digits indicating the last revision.
 - b. For divisions/units with a unique filing and retention schedule refer to the schedule number found in the top right hand corner of DGS Form 550-1, Records Retention and Disposal Schedule; copy available from the MSP Records Manager, Management Analysis Section. The first three digits will be 971, followed by the unit/division code number, e.g., 971-19 for Education and Training Division, 971-13 for Quartermaster Division. The item number is in the first column on the left.
 - c. Examples of item number referenced on a DGS form for the destruction or storage of records for a 1209 schedule are ADM 9, OPS 26, PER 2. When following a unique schedule (971) refer to the item numbers on that particular schedule

5. Destroying Records and File

- a. Commanders will use discretion and good judgment in determining the method of destruction. As a general rule, records and files considered sensitive or confidential in nature, such as applicant and investigation files, should be shredded or burned.
- b. Complete form DGS 550-2, Certificate of Records Disposal.
 - (1) The first column on the left, No., is the number of items listed on the form, i.e., 1,2,3,4, etc.
 - (2) The volume cubic feet disposed of is calculated as follows:

Letter size file drawer	= 1.5
	cu.ft.
Legal size file drawer	= 2.0
	cu.ft.
Lateral 36" wide file drawer	= 2.0
	cu.ft.
Letter size 12" open shelf	= 1.0
	cu.ft.
18" thick 8.5" x 11" computer printout	= 1 cu.ft.
10" thick 14.5" x 11" computer printout	= 1 cu.ft.

(3) Keep copy for local file and forward original to MSP Records Manager, Management Analysis Section, who will review for accuracy and completeness and forward to DGS, Records Management Division.

6. Storing records and files at DGS, State Records Management Center

- a. Complete form DGS 550-5, Records Transmittal and Receipt; forms obtained from Quartermaster Division.
- b. Column, Box Numbers refers to the number of boxes listed on the form, i.e., 1,2,3,4, etc.
- c. All boxes listed on each form must have the same disposal date, month and year. Different schedule items may be on the same form provided all items have the same disposal date.
- d. Each installation /division is responsible for transporting the boxes to the State Records Management Center.
- e. Refer questions regarding this procedure to the MSP Records Manager, Management Analysis Section.

CHAPTER 8 SECTION II

FILING AND RETENTION SCHEDULE - ADMINISTRATIVE (ADM) Revised 00-00-12 8-II-1

1-0 Administrative

These files consist of all correspondence, records, and reports which relate to the internal management and general administration of all Maryland State Police installations, divisions, and units.

ADM

1 Records Management

Contains a copy of applicable Filing and Retention Schedules. Record copy of all filing and retention schedules maintained by Management Analysis Section, Planning & Research Division.

Retain the schedule as a perpetual file by updating when amended or revised. Management Analysis Unit retains outdated copy for three years and until no longer needed, then destroy.

1-1 Records Transmittal and Receipt (Department of General Services Form DGS-550-5)

Contains a completed copy of DGS-RM-11 Record copy maintained by the State Records Center.

Retain installation copy for twenty-five years. Then destroy

1-2 Certificate of Records Disposal (Department of General Services Form DGS-550-2) Upon destroying records, submit form to State Records Center where record copy is maintained.

Retain the non-record copy for one year, then destroy.

1-3 Five Year Report DGS-550-17

Contains a completed copy of Form DGS-550-17. Record copy maintained by Department of General Services

Retain installation copy for five years, then destroy.

Aggregate Department copy maintained by Planning & Research Division for five years, then destroy.

1-4 Request for New or Revised Forms

Contains the record copy of all Requests for New or Revised Forms (Form 48). Upon approval of MSP Form 48, the Department

Forms Control Officer, Management Analysis Section, Planning & Research Division, will maintain the record copy and forward a copy of the approval to the requesting party.

Record copies maintained by the Management Analysis Section, Planning & Research Division until submission of the Annual Forms Activities Report, then destroy.

Installations, divisions, sections, units, etc.- maintain all approved forms along with a copy of Form 48 as long as the form is still in use. When form is no longer used, destroy.

2 General Orders - Active

Contains a copy of all General Orders issued by the Superintendent to announce policies affecting the entire MSP. Example: Superintendent 01-8809, 01-8810, 1-8811. Receipt or Appraisal of Orders, Memoranda, and Manual Revisions (Form 42) will be attached to the applicable General Order. Record copy maintained by Management Analysis Section, Planning & Research Div.

Retained by the originating authority until superseded, rescinded, or canceled, then move to the inactive file.

2-1 General Orders - Inactive

Contains a copy of each General Order issued by the Superintendent which has been superseded, rescinded, or canceled. Record copy maintained by the originating source.

Retain for three years after order has been superseded, rescinded, or canceled, then destroy.

3 Special Orders - Active

Contains a copy of all Special Orders which affect specific segments of activities and are of a temporary or self-canceling nature. This file contains individual folders arranged according to prefix on an "as needed" basis. Example: Glen Burnie Barrack - 65-76-1, 65-76-2; Office of Budget, Legislation and Fiscal Administration 02-76-1, 02-76-2; etc. Receipt or Appraisal of Orders, Memoranda, and Manual Revisions (Form #42) will be attached to the applicable Special Order.

Retained by the originating authority until superseded, rescinded, or canceled, then

- remove to the inactive file.
Orders received from other authorities will be retained until superseded, rescinded, or canceled, then destroy.
- 3-1 Special Orders - Inactive
- Contains a copy of each Special Order issued by the originating source which has been superseded, rescinded, or canceled. Record copy maintained by the originating source.
- Retain three years after order has been superseded, rescinded, or canceled, then destroy.
- 3-2 Special Order Issuance Record
- Contains Special Order Issuance Record (Form 151) of issuing authority.
- Retain 20 years after last entry, then destroy.
- 4 Memoranda - Active
- Contains a copy of all Memoranda issued to disseminate information which does not warrant a formal order. This file contains individual folders to be filed according to prefix on an "as needed" basis. Example: Aviation Division – 22-76-1, 22-76-2; Quartermaster Division – 13-76-1, 13-76-2, etc.
- Retained by the originating authority until superseded, rescinded, or canceled, then remove to the inactive file. Memoranda received from other authorities shall be retained until superseded, rescinded, or canceled, then destroy.
- 4-1 Memoranda - Inactive
- Contains a copy of each Memoranda issued by the originating source which has been superseded, rescinded, or canceled. Record copy maintained by the originating source.
- Retain three years after memoranda has been superseded, rescinded, or canceled, then destroy.
Memoranda issued by Superintendent, record copy retained by Management Analysis Section, Planning & Research Division according to that division's Record Retention & Disposal Schedule, DGS 550-1.
- 4-2 Memoranda Issuance Record
- Contains Memoranda Issuance Record (Form 152) of issuing authority
- Retain 20 years after last entry, then destroy.
- 5 Status Reports
- Contains copies of those reports prepared by commanders at originating source and used to produce the MSP Annual Report, as well as to review the operating efficiency of individual installations. Record copy maintained by the originating source.
- Retain five years and until no longer needed, then destroy.
- 6 Civil Defense/Disaster Plans
- Contains matters relating to Civil Defense, Fire, or comparable Emergency Evacuation Procedures – non-record material.
- Retain until amended or revised, then destroy.
- 6-1 Radar Equipment Testing and Monitoring
- Contains records of maintenance and use of radar equipment assigned to divisions and installations. Record copy maintained by user.
- Retain as long as the radar equipment is in use. After it is disposed of, then destroy.
- 7 Energy Conservation
- Contains communications concerning fuel conservation and related documents.
- Retain for three years, then destroy.
- 8 Statistical Surveys
- Contains printouts from Uniform Crime and Reports, Maryland Automated Accident Reporting System, Automated Incident Reporting System, Speed Survey, and related summaries. Create files as needed. Record copy maintained by originating source. Example:
- 8-1 Uniform Crime Reports
8-2 Maryland Automated Accident Reporting System
8-3 Automated Incident Reporting System
8-4 Speed Survey
8-5 Related Summaries
- Retain record copies, plus support data such as monthly and quarterly summaries five years, then destroy. Retain annual summaries used as support data ten years, then destroy. Non-record copies may be destroyed when no longer needed.
- 9 Daily Radio & Barrack Logs

- Daily Barrack Logs: Contains a record of Logs information not entered on the Complaint Control Cards, including incoming and outgoing telephone calls recorded as needed. Attach the Daily Barrack Sign-In and Sign-Out Log and the Daily Patrol or Assignment Schedule to the Daily Barrack Log (Form 3). Contains Form 3A, Visitor Pass. Record copy maintained by the originating source.
- Daily Radio Logs: Contains a record of radio messages received and transmitted at the originating source and a record of information not entered on the Complaint Control Cards. Record copy of Radio Log (Form 4) maintained by the originator.
- Cutoff annually. Retain three years, then destroy.
- 10 METERS – (Maryland Electronics Telecommunications and Enforcement Resource System)
- 10-1 Open (Available for use)
- 10-2 METERS Message Log
- Contains a record of monthly messages transmitted at the originating sources. Record copy of METERS Message Log (Form 23) maintained by the originator.
- Cut off annually. Retain three years, then destroy.
- 10-3 METERS
- Contains the record copy of any METERS Message relating to the theft of firearms, where a serial number is known.
- Retain for NCIC National Crime Information Center validation (occurs yearly after first 3 years) until case closed or until property recovered. When property is recovered, place record copy in ADM 10-4.
- 10-4 METERS Messages (Closed)
- Contains the record copy of METERS Messages pertaining to stolen firearms that have been recovered and cleared from NCIC.
- Retain until information removal has been verified by semi-annual validation process, then destroy.
- 11 Decentralized Line Inspections
- Contains a reference to the online location of the Decentralized Line Inspection Manual (<http://66.100.80.14/~docs/inspman.zip>); copies of inspection reports conducted by the Inspections and Compliance Division, annual Decentralized Line Inspection reports, all related documentation in support of self-inspection activity and all related correspondence.
- Retain annual Decentralized Line Inspection reports, along with all supporting documentation, for two years from the date of the annual inspection report, then destroy. Retain all other records two years, then destroy.
- 12 Command Meeting (Headquarters)
- Contains minutes of meetings attended by bureau chiefs, regional commanders, division commanders, and barrack commanders. Record copy maintained by the originating commanding officer.
- Retain three years, then destroy.
- 12-1 Local Meeting Minutes
- Contains minutes of meetings attended by local installation personnel.
- Record copy maintained by local installation. Retain three years, then destroy.
- 13 Application for Access to Public Records - Approved (Open)
- Contains all copies of approved Applications for Access to Public Records (Form 58), that are awaiting payment of fees or awaiting retrieval from storage or use.
- Applications awaiting payment of fees will be retained thirty days.
- If payment is not received, destroy. Applications awaiting retrieval from storage or availability will be retained for thirty days from the date they become available. When fee is received, place in file ADM 13-2. If payment is not received within thirty days, destroy.
- 13-1 Application for Access to Public Records Approved (Closed)
- Contains all copies of approved Applications for Access to Public Records (Form 58), for which the fee has been received and copies of the records have been sent.
- Retain for three years then forward to State Records Center for destruction after twenty-

- five years additional retention.
- 13-2 Application for Access to Public Records Approved (Pending)
Contains all copies of approved Applications for Access to Public Records (Form 58), that fee has been received, but the records are not yet available.
Retain until copies are sent, then place in file ADM 13-1.
- 13-3 Application for Access to Public Records Denied (Open)

Contains all copies of Applications for Access to Public Records (Form 58), which have been denied and on which an appeal has been noted.

Retain until appeal has been resolved, then place in file ADM 13-4.
- 13-4 Application for Access to Public Records Denied (Closed)

Contains all copies of Applications for Access to Public Records (Form 58), which have been denied and on which appeals have not been entered.

Retain for three years, then forward to State Records Center for destruction after twenty-five years additional retention.
- 14 General MSP Correspondence

When the subject matter is not categorized in this filing system, the assigned prefix code of the originator, together with the title "General MSP Correspondence," shall be recorded in the upper right-hand corner and filed by prefix code.

Review annually, retain three years and if no longer needed destroy.
- 15 METERS/NCIC - Audit Reports conducted by the MSP

Retain four years (2 most current reports), then destroy.
- 15-1 METERS/NCIC - Validations

Copies of receipt/certification letters and barrack validation procedures.

Retain one year, then destroy.
- 15-2 NCIC Training Correspondence

Letters relating to failure to recertify, failure to appear for NCIC training.
- Retain two years, then destroy.
- 15-3 METERS/NCIC/CJIS Surveys

Any survey which may involve these systems.

Retain two years, then destroy.
- 16-0 FACILITIES MANAGEMENT
- 16-1 Emergency Generator Inspection

Contains originals of the weekly Emergency Generator & Transfer Switch Inspection (Form 224).

Retain originals for one year, then destroy.
- 17-0 FIREARMS INVENTORY

Contains quarterly and annual firearms inventories, (Form 214)

Retain one year, then destroy

CHAPTER 8 SECTION III

2-0 Personnel Administration

These files include correspondence which concern personnel classification, assignment, performance rating, leave, duty schedule, and other related topics which document the status of uniformed and civilian employees. The Human Resources Division (HRD) maintains documents relating to the career of each sworn and civilian employee that includes auxiliary file and background investigation information in accordance with the HRD Records Retention and Disposal Schedule, DGS 550-1.

PER

1 Trooper Activity Reports

Effective 1-1-04 trooper activity data is documented and retained electronically on the MSP Data Management System (DMS) and maintained by the MSP Information Technology (IT) Division on a secure computer server. During the first 10 years data may be retrieved and compiled by trooper, barrack, troop, division, etc. Troopers enter their own activity data into the DMS.

The data for each trooper is retained 10 years, then deleted.

1-1 Activity Summaries

An end of each calendar year (January - December) a total of the data categories for all troopers is generated for a Department total summary. The data is kept electronically on the Data Management System (DMS).

The Department totals are retained 10 years, then deleted.

The MSP Form 29A Annual Summaries for years 1996 through 2003 filed with the Budget & Finance Division will be retained 10 years, then destroyed. All paper copies are destroyed in 2013. Delete this text at end of 2013.

2 Employee Work and Leave Reports

Contains reports documenting hours worked and leave taken on the bi-weekly Employee Work and Leave Report (Form 31). Record copy maintained by the Human Resources Division.

This file will contain a folder for each individual.

Retain record copy for three years and until audited, then destroy. Retain non-record copy

for one year, then destroy.

2-1 Employee Payroll Authorization Summary

Contains reports summarizing information obtained from the Employee Work and Leave Report (Form 31) on the Employee Payroll Authorization Summary (Form 31A). Record copy maintained by Finance Section.

Retain record copies for five years, then destroy. Retain non-record copies for one year, then destroy.

3 Leave and Duty Schedules

Contains monthly on and off-duty status of personnel (leave sheets).

Retain one year, then destroy. Non-record report used to collect data for compilation of Employee Work and Leave Report (Form 31) and Employee Payroll Authorization Summary (Form 31A).

3-1 Personnel Rosters

The MSP personnel roster is located on the MSP Data Management System.

Retain local rosters in 3-1 until superseded, then destroy.

4 Overtime and Compensatory Time Authorization Record

Contains documents used for the authorization and control of overtime and compensatory time for civilian and sworn employees.

All documents retained for three years, then destroyed.

4-1 Overtime and Compensatory Time Authorization Record (Form 197) for civilian and sworn employees. Record copy of Form 197 maintained by originator. Retain for 3 years, then destroy.

4-2 Open (Available for use)

4-3 Waiver of Overtime Compensation - Form 105 Retain for 3 years, then destroy.

5 Auxiliary Law Enforcement Personnel Records

Contains alphabetically filed personnel records for each sworn employee. Documents filed include duplicates or extracts of documents filed in the official personnel folder. Commanders will keep these files under lock

and key. Record copy maintained by the Human Resources Division. The Internal Affairs Unit will

serve as the central repository for records involving disciplinary action and founded complaints. Founded complaints and records involving disciplinary action will not be filed in Auxiliary Uniform Personnel Records files. Certain other personnel documents which must be kept for a limited period of time as a reference will also be in this file. Files are subdivided as shown below.

Retention:

Retain auxiliary file as long as person is employed by the Department. File accompanies individual when transferred. When employee separates from the Department forward entire file to Human Resources Division (HRD). The HRD will merge the auxiliary and master file. The retention for forms in the auxiliary file will be in accordance with the retention period for each form.

* Items will be removed from the auxiliary file and destroyed upon employee's separation from Department and prior to forwarding file to HRD.

5-1 Performance Evaluations & Promotion Requests contains forms and communications related to job performance ratings, promotion requests and recommendations.
Form 161: Retain five years, then destroy unless investigation or charges are pending. If investigation or charges are pending, retain 5 years after investigation or charges are closed.
Form 163: Only retain the last form submitted, destroy previous forms submitted.

5-2 Lost or Damaged Equipment
Form 195: Retain four years, then return to employee to destroy if desired.

5-3 Request for Transfer or Withdrawal Effective 1-1-03, for sworn personnel, a transfer request and withdrawal are only submitted electronically on the MSP Data Management System (DMS). All transfer related data is maintained by the MSP IT Division on a secure computer server. Troopers may retain a copy of a current transfer request in their Auxiliary File.

Upon retiring, resigning, or firing all transfer data for the trooper in question will be deleted from the DMS.

5-4 Not Used (Available for use)

5-5 Letters of Appreciation/Commendation.

Retain 50 years, then destroy.

5-6 Department Accidents, excluding records involving disciplinary action. Retain 3 years, then destroy.

5-7 Personnel Information Form

Form 30: Retain most recent copy destroy others.

5-8 * Personnel Orders –Retention, see * for note

5-9 * Request for Secondary Employment Form 168: Retain for three years after withdraw request is submitted, then destroy original and withdraw request.

5-10* Form 201 Donation of Sick Leave Detailed Report of Application

Retain record copy at HRD for three years and until audited, then destroy. Retain non-record copy one year, then destroy.

5-11 Open (Available for use)

5-12* Request for Training
Form 9: Forward record copy to Training Division. Retain non-record copy in Aux. file for three years, then destroy.

5-13 Training Received
Form 8: Retain 40 years, then destroy.
Form 10: Firearms Training & Qualification, Retain 40 years, then destroy.

5-14* Uniform Supplies Equipment Requests
Form 111: Uniform Record Issue Slips

Retain Form 111 as long as person is an MSP employee, then destroy.

5-15* Inspection Report - Personnel
Form 152: Monthly uniform inspection reports for the ranks of trooper through corporal.

Retain for one year, plus current year, then destroy.

5-16 Personnel Counseling
Form 165 and related material.

Retain for three years, then destroy.
Forward record copy to HRD.

5-50 Miscellaneous Material –review yearly and purge if not required.

5-51 Job Observation Records
Contains: Forms 164, 164A and related materials. (only done for trooper probationer through sergeant ranks)

- Retain three years from the appraisal or recommendation that such material supported, then destroy.
- 6 Auxiliary Civilian Personnel Records
- Consists of folders arranged alphabetically for each employee. Folders contain duplicates or extra copies of documents filed in the official personnel folder. Commanders will keep these files under lock and key. Record copy maintained by the Human Resources Division.
- Other personnel documents kept for a limited period of time as a reference will also be included in this file. Files are subdivided as shown below.
- Retention:**
Retain auxiliary file as long as person is employed by the MSP. File accompanies individual when transferred. When employee separates from the MSP forward entire file to Human Resources Division (HRD). The retention for forms will be in accordance with the retention period for each form.
- 6-1 Request for Transfer or Withdrawal Form 6: Retain current requests, destroy others.
- 6-2 Personnel Information Form Form 30: Retain current form(s), destroy others.
- 6-3 Form 201 Donation of Sick Leave Detailed Report of Application
- Retain record copy at HRD, for three years and until audited, then destroy. Retain non-record copy one year, then destroy
- 6-4 Efficiency Ratings and Supporting Documents
- Retain Efficiency Ratings as long as employed by MSP. Retain documents supporting an efficiency rating for one year after the rating was issued, then destroy.
- 6-5 Personnel Orders – Retain Permanently, transfer to State Archives after 50 years.
- 6-6 Personnel Counseling Form 165 and related material
- Forward record copy to HRD where retained per HRD schedule. Retain copies locally for three years, then destroy.
- 6-7 Commendations - Retain Permanently, transfer to State Archives after 50 years.
- 6-8 Open (Available for use)
- 6-9 Request for Secondary Employment, Form 168. Retain for three years after withdraw request is submitted, then destroy original and withdraw request.
- 6-50 Miscellaneous Material – screen yearly and purge if not required.
- 7 Bilingual Pay Request Form 220, forward original to Finance Section. Retain copy locally 3 years, then destroy.
- 8 Off-Duty Use Log
- Effective 1-1-04 troopers enter their off-duty data in the MSP Data Management System (DMS) that is maintained by the MSP IT Division on a secure computer server. During the first 10 years data may be retrieved and compiled by trooper, barrack, troop, division, etc. for month or year totals. Troopers enter their own activity data into the DMS.
- The data for each trooper is retained 10 years then deleted.
- 8-1 Off-Duty Vehicle Use Monthly Summary An end of calendar year (January - December) a yearly total of the data categories for all troopers is generated for a Department total summary.
- The Department totals are retained 10 years, then deleted from the DMS.
- For the years through 2003 installations, divisions, sections retain non-record copy of Form 49A for 5 years, then destroy. Budget and Finance Division retains record copy of 49A for 5 years, then destroy; and maintains annual MSP summary for 10 years, then destroy.
- 8-2 To & From Assignment AIRS (Automated Incident Reporting System) Data Summary
- Effective 1-1-04 troopers enter their To & From Assignment AIRS data into the Data Management System (DMS). A summary of the AIRS activity data while troopers are commuting to and from their assignment may be retrieved and compiled by trooper, barrack, troop, division, etc. for month or year totals.
- The data for each trooper is retained 10 years, then deleted.
- An end of each calendar year (January - December) a yearly total of the data categories for all troopers is generated for a Department total summary.
- The Department totals are retained 10 years,

- then deleted from the DMS.
Since the electronic DMS was activated in 2003, at the end of 2013 delete the below text.
 All forms associated with off-duty use and commuting to & from assignments filed locally up through year 2003 will be retained for 5 years, then destroyed. Record copies filed with the Budget & Finance Division will be retained 10 years, then destroyed.
- 9 Open (Available for use)
- 10 Open (Available for use)
- 11 Recruitment
- Contains application packet for trooper and cadet, trooper and cadet brochures, and Recruitment Source Survey forms.
- Retain until amended or revised, then destroy.
 Non-record material
- 11-1 Trooper Positions
- Contains height and weight charts and comments from the Human Resources Division relating to position.
- Retain until amended or revised, then destroy.
 Non-record material
- 11-2 Cadet Positions
- Contains current pay scales, height and weight charts, and outline of responsibilities and duties.
- Retain until amended or revised, then destroy.
 Non-record material.
- 11-3 Civilian Positions
- Contains specification sheets, eligibility lists, interview schedules, selection criteria, and related materials.
- Retain until amended, revised, or no longer needed, then destroy. Non-record material
- 11-4 Request to Fill Vacancy
- Contains copies of Request to Fill Vacancy (Form 12). Record copies maintained by the Vacancy Review Board. Non-record copy maintained by the originator.
- Retain all copies for three years, then destroy.
- 12 Death Relief Fund
- Contains correspondence relating to the administration of the Death Relief Fund. Record copy maintained by the Death Relief
- Fund Administrator.
- Retain non-record copy until amended or revised, then destroy.
- 13 Insurance
- Contains correspondence relating to insurance offers presented to MSP personnel (flyers, brochures, and related materials).
 Retain until amended or revised, then destroy.
 Non-record material.
- 14 Employee Organizations
- Contains correspondence relating to employee organizations such as MCEA Maryland Classified Employees' Association), MTA (Maryland Troopers Association), FOP (Federal Order of Police), Credit Union, and Blood Assurance Program.
- Subdivide as needed.
- Retain until amended or revised, then destroy.
 Non-record material.
- 15 Used (dedicated to Personnel Administration Section retention schedule)
- 16 Incoming Transfer Request
- Contains non-record copies of all requests for transfers by individuals to the installation. Record copy maintained by the Human Resources Division
- Retain non-record copy until acted upon; by transfer, withdrawal or amendment, then destroy.

CHAPTER 8 SECTION IV

FILING AND RETENTION SCHEDULE - FISCAL (FIS)

Revised 00-00-12

83-IV-1

3-0 Fiscal

These files consist of correspondence, records, and reports which pertain to the acquisition, expenditure, and audit of funds required for Maryland State Police operations.

FIS

1 Working Fund

Contains all items relating to the administration of working funds recorded on Working Fund Expenditures (Form 106) and Petty Cash Receipts (Form 115).

Record copy maintained by Office of Budget, Legislation and Fiscal Administration, Finance Section.

Retention: Drug Enforcement Division and Finance Section, retain for three years and until audited, then destroy. All others retain one year, then destroy.

2 Invoices Forwarded for Payment

Contains copies of invoices received directly from vendor and forwarded for payment. Record copy maintained by Budget and Finance Division, Finance Section.

Retain non-record copy one year, then destroy. Finance Section retain three years and until audited, then destroy.

3 Budget Requests, Authorizations

Contains copies of documents relating to budget requests for equipment, personnel, and training. Record copy maintained by Budget and Finance Division, Finance Section.

Retain non-record copy five years, then destroy. Finance Section copy retained for five years and until audited, then destroy.

3-1 Capital Equipment Inventory and Improvements

Contains records relating to inventory of furniture, typewriters, files, and related equipment; contains copies of warranties, loss or damage to capital equipment, requests for repairs or salvage, improvement receipts, etc. recorded on the capital equipment computer printout list.

Property Receipt Salvaged/ Returned Equipment (Form 117), Capital Equipment Control Form (119), MSP Requisitions (Form 120), Equipment Loss/ Damage Report (Form 195), MSP Equipment Sign-Out Log (Form 20), and copies of MSP purchase orders for capital equipment.

Retain copy of form MSP 20 for one year after the last date indicated on the form, then destroy. For all other records, retain 3 years, then destroy.

Retain non-record copy three years, then destroy. Budget and Finance Division, Finance Section retains for three years and until audited, then destroy.

3-2

Contains records relating to MSP computers, peripherals, monitors, printers, scanners, etc; copies of Loss or Damage Reports (Form 195); requests for repairs and upgrades; Property Receipt Salvage/Returned Equipment (Form 117), Capital Equipment Control Form (Form 119), and MSP Sign-Out Log (Form 20).

The Information Technology Division will retain the record copies of computer equipment records for three years beyond the state surplus disposal date, then destroy.

Non-record copies will be retained by installations, divisions, sections and units for as long as the equipment is assigned locally; after no longer assigned locally, they will be retained until the next inventory is completed, then destroyed.

Retain the Form 20 for one year after the last date indicated on the form, then destroy. For all other records, retain 3 years, then destroy.

3-3 Ordnance Equipment - Inventory

Contains records relating to handcuffs, MSP issued ordnance, related equipment recorded on Ordnance Inventory (Form 02-18), and MSP Equipment Sign-Out Log (Form 20).

Retain non-record copy three years, then destroy. Budget and Finance Division, Finance Section retain three years and until audited, then destroy.

Retain copy of form MSP 20 for one year after the last date indicated on the form, then destroy.

- 3-3 also contains records relating to repairs and maintenance of MSP-issued ordnance (Form 116). Record copy maintained by MSP Firearms Instructor. Retain three years, then destroy.
- Non-record copy maintained by installation/division/unit until repairs have been made, then destroy.
- 3-4 Tactical Equipment - Inventory
- Contains records relating to tactical equipment issued to personnel or maintained at an installation which is recorded on Tactical Equipment Inventory (Form 41) during barrack inspections.
- Forward record copy of Form 41 to Field Operations Bureau, Emergency Operations Section, where retained for three years; then destroyed.
- Installations retain non-record copy for three years, then destroy.
- 3-5 Cost Analysis Worksheet
- Contains record copy of cost estimates associated with special barrack operations and/or budget projects (Form 138).
- Retain at barrack level for one (1) fiscal year, then destroy.
- 4 Audit Report
- Contains any fiscal report required or requested by Department of Budget and Management, or any other responsible authority (property held, Controlled Dangerous Substance (CDS) inventory not included in this file).
- Retain non-record copy 3 years, then destroy. Record copy maintained by Finance Division 15 years, then destroy.
- 5-0 Contracts
- Create files as needed. Contains copies of initial contracts for leased office equipment, service contracts for MSP owned office equipment, copies of vendor contracts for car washes, trash removal, janitorial services, etc.
- * Retain three years or until contracts are no longer valid, whichever is sooner, then destroy.
- 5-1 Office Equipment – Retention *
- 5-2 Sex Offender Registration Log
- Contains Form 211, Sex Offender Registration Log.
- Retain 1 year, then destroy.
- 5-3 Trash Removal – Retention *
- 5-4 Janitorial Services-Retention *
- 6-0 Check Accountability Log
- Contains original copy of MSP Form 207 listing all pre-numbered MSP Form 208's received and issued.
- Installation copy retained for 3 years, then destroy
- Finance Section copy retained for 3 years and until audited, then destroy
- 6-1 Check Accountability Form
- Contains validated bank deposit slip with copies of corresponding MSP Form 208's and discrepancy reconciliation reports attached.
- Installation copy retained for 1 year, then destroy. Record copy maintained by Finance Section.
- Finance Section copy retained for 3 years and until audited, then destroy.
- 7-0 Reimbursable Overtime Projects
- Contains approved Form 198, Reimbursable Overtime Projects Requests; Form 198A, Contract for Extraordinary Law Enforcement Services; and Form 198B, Reimbursable Overtime Project Extension Request.
- Retain copies locally 1 year, then destroy.
- File copies retained by Reimbursable Overtime Projects Coordinator for 3 years and until audited, then destroy.
- Copy filed in Finance Section, retain 3 years and until audited, then destroy.

CHAPTER 8 SECTION V

FILING AND RETENTION SCHEDULE LAW ENFORCEMENT OPERATIONS (OPS)

Revised 00-00-12

8-V-1

4-0 Law Enforcement Operations

These files consist of correspondence and reports of all criminal and non-criminal investigations initiated at the installation/division/unit. Included are supportive documents such as lab reports, statements, records of impounded properties, and other related material required to complete the investigation.

OPS

1. Motor Vehicle Administration

Contains MVA (Motor Vehicle Administration) Forms AJ 39 initiated by troopers requesting Motor Vehicle Administration to order the retesting of any Maryland licensed motor vehicle operator.

Retain one year, then destroy. Record copy maintained by SMVA (State Motor Vehicle Administration).

2. Applicant Investigation

Contains log listing trooper, cadet, and civilian applicants along with the case number and other data on Investigation Assignment Record (Form 65). Record copy of log maintained by the Criminal Investigation Division.

Retain log three years after investigations are complete, then destroy.

3 Warrants - Open

Contains all open warrants and related documents authorizing personnel to take into custody individuals named thereon. Open warrants being retained for service on an individual who is incarcerated must have a copy of the Prisoner Detainer Request (Form 166) attached. Open warrants which were assigned for service but have been returned unserved must have a copy of the Warrant/Summons Information Checklist (Form 167) attached. METERS (Maryland Electronic Telecommunications and Enforcement Resources Systems)/NCIC (National Crime Information Center) Computer Check Off Wanted Person File (Form 83I).

Retain in open file until warrant is served or returned, then move to a closed file (OPS 3-1). Record copy maintained by the appropriate court.

3-1 Warrants - Closed

Contains all closed warrants and related documents.

Retain one year, then destroy

3-2 Warrant Case Assignment Log

Self-explanatory, recorded on Investigation Assignment Record (Form 65). Record copy of the log maintained by the originating source.

Retain logs five years after proper disposition of all cases. Then destroy.

3-3 Hospital Warrants

Audit hospital warrants once every three months for comparison with Missing Person Report file to see if cases are still open.

Retain closed cases for one year, then destroy

4 Correctional Officers Log

Contains log listing investigations by Maryland State Police of applicants for the Correctional System, along with the case number and other data recorded on the Investigation Assignment Record (Form #65).

Record copy of the log maintained by the originating source.

Retain log three years after investigations are complete. Then destroy.

5 Special Police Commission Log

Contains ledger in numerical sequence of Special Police Commission cases. Record copy maintained by the originating source.

Retain record copy three years, then forward to State Records Center for destruction after twenty years additional retention.

5-2 Special Police Commission Request to Direct Traffic

Includes copies of request for permission by Special Police Officers to extend authority to direct traffic on adjacent public roads.

- Retain copy one year after the file is no longer active, then destroy.
- 6 Private Detectives Log
- Contains log listing applicants for private detective licenses along with the case number and other data on Investigation Assignment.
- Record (Form 65). Record copy of the log maintained by the originating source.
- Retain log three years after investigations are complete, then destroy.
- 6-1 Private Investigators File
- Contains files listing investigations of applicants for private detective licenses and investigations of complaints related to private detective violations. Record copy maintained by the originating source.
- Retain for three years, then destroy.
- 7 All Other Applicant Investigations Log
- Contains log concerning inquiries or investigations for employment requested by other police departments, along with the case number and other data on the Investigation Assignment Record (Form 65). Record copy of the log maintained by the originating source.
- Retain log three years after investigations are complete. Then destroy.
- 8 Aeronautics Log
- Contains log listing investigations or inquiries relating to aircraft not covered by Incident Report (military) or Criminal Investigation Report (civilian).
- Use Investigation Assignment Record (Form 65). Record copy of log maintained by the originating source.
- Retain log three years after investigations are complete, then destroy.
- 9 Firearms Dealers Log
- Contains log listing investigations of applicants for firearm dealerships and investigation of complaints related to firearm dealer violations, along with the case number and other data on the Investigation Assignment Record (Form 65). Record
- copy of log maintained by the originating source.
- Retain log three years after investigations are complete, then destroy.
- 10 Application to Purchase or Transfer Pistol/Revolvers
- Contains completed copies of applications investigated by Maryland State Police (Form 77R). Record copy of investigations maintained by Firearms, Licensing, and Services Section.
- Retain investigative reports one year after investigation is complete, then destroy.
- 10-1 Application to Purchase or Transfer Pistol/Revolvers Log
- Self-explanatory (Form 65). Record copy of log maintained by the originating source.
- Retain log five years after investigations are complete, then destroy.
- 10-2 Used - Licensing Division
- 10-3 Used - Licensing Division
- 10-4 Used - Licensing Division
- 10-5 Used - Licensing Division
- 10-6 Used - Licensing Division
- 11 Handgun Permit Log
- Contains log listing investigations of applicants for a permit to carry or wear a handgun, along with the case number and other data (Form 65). Record copy of log maintained by the originating source.
- Retain log three years after investigations are complete, then destroy.
- 11-1 Used - Licensing Division
- 11-2 Used - Licensing Division
- 11-4 Handgun Permit Application Investigation Form
- Contains copies of Handgun Permit Application Investigation (Form 96 and 96A). Record copy maintained by the originating source.
- Retain record copy three years, then forward to State Records Center for destruction after thirty years additional retention.
- Non-record copy maintained by installation where investigation was assigned. Retain one year, then destroy.

- | | | | |
|------|---|---|--|
| 12 | Firearms Report | Contains reports made by law enforcement personnel detailing facts concerning Stop and Frisk, Firearms Incidental to Arrest, and Trace Reports. Record on Firearms Report Form 97. Record copy maintained by the Handgun Permit Unit. | or return, then destroy. |
| | | Retain one year, then destroy | |
| 13 | Detention Log | Contains copy of Detention Log (Form 112) for adults only. (Juveniles - refer to OPS 53) | |
| | | Retain three years, then destroy. | |
| 13-1 | Installation Arrest Log contains Form 112A, Installation Arrest Log for tracking arrests of adults. It has the information that may be released to the public and/or news media when arrest information is requested. Retain for 6 months from last entry on the log, then destroy. | | Retain completed logs for one year, then destroy. Retain file copy of summons 60 days after trial date, then destroy |
| 14 | Used | | 16 |
| 15 | Criminal and/or Other Summons | Contains summonses issued by competent authority mandating appearances before the authority. The originator's file will also contain a copy of the Warrant/Summons Information Checklist (Form 167) with all summonses which have been returned unserved. | Used |
| | | Retain summons in open file until served or returned. Originator retain summons in open file until served or expired. Return original summons and related documents to the originating authority and retain a copy of the summons and related documents in the closed file. | 17 |
| | | Retain Witness Fees and Allowances (Form 52) for three years, then destroy. Budget and Finance Division, Finance Section retain three years and until audited, then destroy. | Contains log listing investigations conducted by Maryland State Police of applicants for a Railroad Police Commission. |
| 15-1 | Criminal and/or Other Summons Log Self-explanatory, Investigation Assignment Record (Form 65). Record copy of log maintained by the originating source. | | Record copy of the log maintained by the Licensing Division. |
| | | Retain log five years after proper disposition of all cases, then destroy. | Retain log until the individual to whom the commission was issued resigns, retires, or dies, <u>then destroy</u> . |
| 15-2 | Criminal and/or Other Summons - Closed | Retain a copy of summons and related documents one year from the date of service | 18 |
| | | | Electronic Surveillance Equipment |
| | | | Contains copies of correspondence relating to the registration of all electronic surveillance equipment. Record copy maintained by Licensing Division |
| | | | Non-record copy maintained by originator. |
| | | | Retain until one year after equipment is no longer serviceable, then destroy. |
| | | | 19 |
| | | | VACANT – May be used (May 2012 deleted Secondhand Precious Metals and Gems Dealers Licenses since such transactions are done electronically under the RAPID (Regional Automated Property information Database) system. |
| | | | 20 |
| | | | Open (<u>Available for use</u>) |
| | | | 21 |
| | | | Complaint Control Ledger
Contains all pages of the Complaint Control Ledger in numerical sequence (Form 94). Record copy maintained by the originating source. |

- Retain three years, then forward to State Records Center for destruction after twenty years additional retention.
- 21-1 Criminal Investigator Caseload Ledger
- Contains all pages of the Criminal Investigator Caseload Ledger (Form 84). Record copy maintained by originating source.
- Retain three years, then destroy.
- 22 Complaint Control Card
- Contains all Complaint Control Cards maintained electronically on the CAD (Computer Aided Dispatch) system.
- Non-record report; retain one year, then destroy. Data recorded on Complaint Control Ledger (Form 94) (OPS-21) or covered by other investigative reports; also used to collect data for compilation of AIRS (Automated Information Reporting System) reports.
- 23 Incident Reports
- Contains all Incident Reports, Form 88 with applicable supplementary reports attached, Request for Laboratory Examination, (Form 67), and Results of Examination/Analysis. (Form 21-8) where applicable, and Witness Statement-Criminal Investigation, (Form 73). Record copies maintained by the originating source.
- Retain open reports until suspended or closed.
- Retain suspended reports five years, or longer, if needed. Then forward to State Record Center for destruction after ten years additional retention.
- Retain closed reports three years, then destroy. Retain reports that support expenditure of large amounts of money and/or man-hours that are explained on Form 106, Working Fund Expenditures, and Form 115, Petty Cash Receipt, three years or until audited, then place in either the suspended or closed file, whichever is appropriate.
- 23-1 Crime Prevention Reports
- Contains copies of all Commercial Security Surveys (Form 04-2), Residential Security Surveys (Form 04-3), and Incident Reports (Form 88) relating to crime prevention. Record copy retained by the originating source.
- Retain three years, then destroy.
- 23-2 Used
- 23-3 Vehicle Salvage Inspection Program Reports ASED (Automotive Safety Enforcement Division) only.
- Contains all Vehicle Inspection Rejection Reports, (Form 217 and Salvage Inspection Report (ASED Form 23-9) relating to the Vehicle Salvage Inspection Program.
- Retain three years, then destroy.
- 24 Criminal Investigation Reports
- Contains all Criminal Investigation Reports with applicable supplementary reports attached including Waiver of Prompt Presentment (Form 46), copy of Detailed Photographic Record (Form 62), Request for Laboratory Examination (Form 67), Results of Examination/ Analysis (Form 21-8), Handwriting Specimen Form (Form 70), Criminal Intelligence Report (Form 72), Witness Statement Criminal Investigation (Form 73), Latent Fingerprint Lift Card -3x5 (Form 74), Authorization to Search and Seize Property (Form 78) original filed when property is seized and prosecution pending. For vehicle searches, a photocopy of Form 78 will be attached (stapled) to the Form 130 and filed in OPS 71, Criminal Investigation Report (Form 89), Death Investigation Report (Form 89B), Handgun Search Report (Form 97), Search Warrant Inventory Report & Return (Form 98), Evidence Inventory (Form 98A), Photo Line-Up Record (Form 193), Firearms/ Handgun Disposition Report (Form 203), Waiver of Rights to Counsel at Line-Up (Form 204), and crime scene negatives. Record copies maintained by the originating source.
- Retain open reports until suspended or closed. Retain suspended and closed reports, which may be filed together, five years then forward to the State Records Center for another 20 years then destroy. To provide additional filing space for active cases without having to increase the number of file cabinets, cases suspended and closed for three years may be placed in case number order in file-transport (Hall of Records) cardboard containers pending transfer to the State Records Center.
- 24-1 Used
- 24-2 Used
- 24-3 METERS/NCIC - Active File
METERS/NCIC entries for wanted persons,

stolen vehicles, boats, guns, articles, securities, tags, unidentified persons and METERS/NCIC Computer Check-Off forms 83A, 83B, 83C, 83D, 83E, 83F, and 83G.

Retain reports in this file until METERS/NCIC entry is cleared, return reports to the appropriate file (opened, closed or suspended) and retain as schedule indicates.

EXPLANATION: When a case is entered into NCIC, example: a missing/stolen gun, that case is moved to a file cabinet with all the other cases that have something entered into NCIC. If the case is closed/suspended/open the file stays in that cabinet for easy access to validate the NCIC entry. When an item is removed from NCIC, the file is moved to the proper file location i.e. closed/suspended/open.

24-4 Consent to Search & Seize (No Contraband Seized)

This file contains copies of Form 78, Consent to Seize Reports. These reports contain only the information that a citizen granted permission to a member of the MSP to conduct a warrantless search and no items were seized. An original Form 78 used for a vehicle search where nothing is seized is not filed here, but is filed in OPS 71 file, stapled to the Form 130.

Record copy retained for 1 year, then destroy.

25 Missing Person Report - Open

Contains all open Missing Person Reports (Form 79) with applicable supplementary reports attached, Request for Laboratory Examination (Form 67), Results of Examination/Analysis (Form 21-8) where applicable, and METERS/NCIC Computer Check-Off Missing Person File (Form 83H). Record copy maintained by the Maryland Center For Missing Persons. No copies will be forwarded to CJIS-CR Criminal Justice Information System-Central Repository). Move to 25-1 when case is closed.

25-1 Missing Person Report - Closed

Contains all closed Missing Person Reports (Form 79) with applicable supplementary reports attached, Request for Laboratory Examination (Form 67), and Results of Examination/Analysis (Form 21-8) where applicable. This file may also contain the Cleared Missing Person Report (Form 79A). Record copy maintained by the originating source. No copies will be forwarded to

CJIS-CR.

26 Retain three years from closed date, then destroy
Vehicle Report - Open

Contains all open Vehicle Reports (Form 91) with applicable supplementary reports attached, Request for Laboratory Examination (Form 67), and Results of Examination/ Analysis (Form 21-8) where applicable.

Record copy maintained by the originating source.

Retain until closed. See File 26-1

26-1 Vehicle Report - Closed

Contains all closed Vehicle Reports (Form 91), Release Authorizations (Form 50) and applicable supplementary reports, Request for Laboratory Examination (Form 67), and Results of Examination/Analysis (Form 21-8) where applicable. Record copy maintained by the originating source.

Retain three years from open date, then destroy.

26-2 Abandoned Motor Vehicle - Open

Contains copies of open vehicle reports dealing with abandoned vehicles, plus all attachments dealing with the disposition of abandoned vehicles utilizing the Vehicle Report (Form 91), Notice of Intention to Dispose of an Abandoned Vehicle (Form 91A), Certification of Authority to Dispose of Abandoned Vehicle (MVA Form CS-78), Stored Vehicle Release Authorization Certificate (Form 50) and a copy of the Notice for Publication to local newspapers.

Retain until closed. See File 26-3.

26-3 Abandoned Motor Vehicle - Closed

Contains copies of closed vehicle reports dealing with abandoned vehicles, plus all attachments dealing with the disposition of abandoned vehicles (MSP Forms 50 and 91 and MVA Forms CS-77, CS-78 and CS-88 and a copy of the Notice for Publication). Record copy maintained by the originating source.

27 Retain three years, then destroy.
Motor Vehicle Inventory Log

The Log contains numerical listing of motor vehicles which have been stored under the authority of MSP personnel (Form 90). Record copy of the log maintained by the

- originating source.
- Retain completed log three years, then destroy.
- 28 Tow Truck Service Application - Open
- Contains all completed Tow Truck Service Applications (Form 194) which have been approved and all Tow Service Complaint Forms (Form 192) and accompanying documentation. File shall be subdivided by individual folders for each approved tow service. Folders will be arranged alphabetically.
- Record copies will be maintained by the originating source. Non-record copies will be given to the tow service owner or manager, when applicable.
- Retain until closed, then transfer to closed file (see OPS 28-1).
- 28-1 Tow Truck Service Application - Closed
- Contains all closed Tow Truck Service Applications (Form #194) that have been disapproved and the questionnaires, Tow service Complaint Forms (Form #192) and supporting documentation for towing services which had been on an approved list but are no longer on such list for whatever reason.
- Retain for three years after closed and then destroy.
- 28-2 Towing Request Distribution Forms (Form 189)
- Contains all completed Towing Request Distribution Forms (Form 189). File will be divided by designated areas.
- Cut off annually, retain one year, and then destroy
- 29 Residential Premise Checks
- Contains all closed Residential Premise Check forms (Form 44).
- Retain thirty days, then destroy.
- 29-1 Commercial Premise Checks
- Contains all closed Commercial Premise Check forms (Form 44).
- Retain 30 days, then destroy.
- 29-2 Patrol Checks
- Contains all closed patrol check forms
- (Form 44).
- Retain thirty days, then destroy.
- 30 Juvenile Criminal/Civil Citation
- Contains all reports and related documents (except BI Basic Identification) cards) concerning citations issued to juveniles for violations of certain alcoholic beverage laws. Filed in case folder by complaint control number. Incident Report and Criminal/Civil Citation (Form 88). Citation record copy maintained by Juvenile Services for local jurisdiction.
- Cut off annually. Retain non-record copy for the remainder of the calendar year in which citation was written plus one additional year, then destroy.
- 31 Criminal/Civil Citation For Civil Offense
- Contains all reports and related documents (except BI cards) concerning citations for civil offenses issued to persons between eighteen and twenty-one years old for violations of certain alcoholic beverage laws. Filed in case folder by complaint control number (Form 88 - Incident Report) and Criminal/Civil Citation. Record copy maintained by the District Court.
- Cut off annually. Retain non-record copy for the remainder of the calendar year in which citation was written plus one additional year, then destroy.
- 32-34 Open (Available for use)
- 35 Accident Reports
- Contains all reports and related documents concerning vehicle collisions recorded through the Maryland Automated Accident Reporting System. Filed by complaint control number, route number or patrol sector utilizing Motor Vehicle Accident Report (Form 1), Request for Laboratory Examination (Form 67), Request for Laboratory CDS (Controlled Dangerous Substances) Examination (Form 67A), and Driver/Witness Statement (Form 76). Record copy maintained by CRD (Central Records Division).
- Cutoff annually. Retain non-record copy three years, then destroy.
- 35-1 Detailed Crash Investigation Reports
- Contains a Detailed Crash Investigation

- Report Processing Ledger (Form 110) and copies of all reports relating to the investigation of a serious/fatal motor vehicle collision. Filed by complaint control number, route number, or patrol sector. Record copy maintained by reporting installation, non-record copy forwarded to Field Operations Bureau, Traffic Operations Section for analysis, then sent to CRD for filing, retention and dissemination.
- Cutoff annually. Retain for five years, then destroy.
- 36 Citation Book Issuance Control Ledger
- Contains a record of citation books issued to troopers. Coded by citation number and issued in sequential order (Form 155). Record copy maintained by the originating source.
- Retain completed forms three years, then destroy.
- 36-1 Traffic Citation Transmittal Form and (optional) Law Enforcement Headquarters' copy of citation.
- Contains record of those citation copies which are forwarded to District Court on a daily basis. Law Enforcement Headquarters' copy of citation and Transmittal Form will be held locally for 18 months. Record copy maintained by the appropriate court.
- Retain 18 months, then destroy
- 37 Warnings
- Contains copies of the official State Police Warning (Form 25) issued in lieu of a citation.
- Retain 18 months, then destroy.
- 37-1 Field Observation Reports
- Contains copies of Form 25, when used as an intelligence gathering document alone or in combination with a motor vehicle warning.
- The record copy will be filed in the installation criminal section file by date and patrol sector. Retain ninety days, then review for consideration for further retention or destroy.
- If the information gathered initiates or pertains to an open investigation, a photocopy of the report will be placed in the appropriate case folder.
- 37-2 School Bus Violation Warning
- Contains a copy of (Form 16) School Bus Warning Notice. Record copy maintained by issuing notice installation.
- Retain for thirty days, then destroy.
- 37-3 Vehicle Pursuit Review
- Contains record copy of Maryland State Police Vehicle Pursuit Review, (Form 114).
- Retain three years, then destroy.
- 37-4 Safety Equipment Repair Orders
- Contains the No. 2 copy of an SERO (Safety Equipment Repair Order).
- Retain 18 months, then destroy.
- 38 Disabled Vehicle Daily Log Sheet
- Contains a listing and description of those vehicles unattended/abandoned on public property (Form 23B).
- Record copy maintained by the originating source.
- Retain completed forms three years, then destroy
- 39 MSP Speed Computer Calibration/Inspection and Certification Report
- Contains completed Speed Computer Calibration/Inspection and Certification Reports (Form 158) which detail the accuracy of speed computers and certification of the operator on a monthly basis.
- Completed reports must be retained for one year plus the present year, then destroyed
- 39-1 Speed Computer Data Concerning Repairs, Bulletins, Correspondence
- Contains all correspondence and reports received pertaining to speed computer operations and maintenance.
- Retain as long as the computer is in use and one year after the equipment is disposed of, then destroy.
- 40 Radar Data Concerning Repairs, Bulletins, and Correspondence
- Contains all correspondence and reports received pertaining to Radar equipment and

- maintenance. Record copy maintained by the originating source.
- Retain as long as the radar set is operable and in use and for one year after the equipment is disposed of, then destroy.
- 41 Driving While Intoxicated Cases - Open
- Contains all open alcohol influence reports and all documents related to same, Alcohol Influence Report (Form 32), State of Maryland Chemical Test Report (Form 33), Alcohol Analysis - Medical Personnel Payment Authorization (Form 34), Preliminary Breath Test Advice of Rights (Form 102), and Disposition of Alcohol Chemical Test Case (Form 171).
- For a steted case on file for one year, solicit, in writing, a decision from the appropriate State's Attorney's Office on the question of closing the case or retaining it on file and reassessing it in one year.
- Retain until closed. See File 41-1.
- For open cases on file for five years, that do not involve personal injury, fatalities, property damage or damage to other vehicles, installation commanders will close the cases administratively and destroy the case files 30 days after informing the local State's Attorney of the cases scheduled for destruction and the date they will be destroyed. A local State's Attorney must inform the installation commander within 30 days of any cases that should not be destroyed.
- 41-1 Driving While Intoxicated Cases - Closed
- Contains all closed alcohol influence reports and all related documents, (Forms 32, 33, and 102). Record copy maintained by the originating source.
- Retain one year after final adjudication, then destroy.
- 41-2 Alcohol Influence Summary.
- Contains monthly summary of individual test run at each installation on Alcohol Influence Report Summary (Form 34A). Record copy maintained by the Chemical Test for Alcohol Unit (CTAU).
- Retain non-record copy one year. Alcohol Chemical Testing Unit retain for three years, then destroy.
- 41-3 Breath Testing Instrument Report
- Contains a copy of Breath Testing Field Inspection Reports (Form 37), or Field Maintenance Inspection Report Intoximeter 3000 (Form 37A); Chemical Test Equipment Repair Report (Form 28), or Intoximeter 3000 Repair Report (Form 28A).
- Record copy maintained at the installation; copy forwarded to CTAU within 24 hours of inspection. Record copy retained for three years, then destroy.
- 41-4 Instrument Certification File
- Contains copies of certification on breath testing instruments, semi-annual certifications, and re-certifications after repairs. Record copy maintained by the installation.
- Retain as long as the instrument is in use and two years after the instrument is disposed of, then destroy.
- 41-5 Certification Material
- Contains a copy of the Alcohol Reference Solution certification letter and a copy of Ampoule Analyses Report.
- Record copies maintained by the Chemical Test for Alcohol Unit.
- Retain Alcohol Reference Solution certification letter until case in adjudicated, then destroy. Retain Ampoule Analyses Reports until all cases under specific ampoule lots are adjudicated, then destroy.
- 41-6 Chemical Testing Data Repairs, Bulletins, and Related Correspondence
- Contains all correspondence and reports received pertaining to chemical testing. Record copy maintained by the originating source.
- Retain as long as the breath tester is in use and for one year after the equipment is disposed of, then destroy.
- 41-7 Alcohol Testing Program Log
- Contains log of all alcohol influence and related drug arrests; results of chemical test and court disposition (Form 36B). Record copy of log maintained by the originating source.
- Retain three years after final adjudication, then destroy.
- 41-8 Used - Chemical Test for Alcohol Unit

<p>41-9 Breath Test Operators Log</p> <p>Contains log of breath tests performed by each operator recorded on breath test Operators Log (Form 36A).</p> <p>Filed alphabetically by operator's name in individual sub-files.</p> <p>Record copy maintained in the appropriate sub-file. Retain as long as operator is licensed, plus two additional years, then destroy.</p> <p>When operator is transferred, place in Auxiliary Personnel File (PER 5).</p>	<p>reports and warrants.</p> <p>Retain closed BI Cards for 35 years since last entry, then destroy. Retain open or suspended cases for 50 years, then destroy.</p> <p>Retain closed juvenile BI Cards with a corresponding adult BI Card for 35 years since last entry and destroy. Retain open or suspended cases for 50 years, then destroy.</p>
<p>41-10 <u>Open (Available for use)</u></p>	<p>53 Criminal Arrest Juvenile Detention Log</p> <p>Contains record of juvenile arrests Form 53.</p> <p>Contains copy of Detention Log (Form 112) for juvenile detentions only, for use in capturing data for Juvenile Justice Advisory Council survey.</p>
<p>41-11 Preliminary Breath Test Log</p> <p>Contains log of all preliminary breath tests (Form 104) offered. Record copy of log maintained by the originating source.</p> <p>Retain three years, then destroy.</p>	<p>Retain for three years, then destroy</p> <p>53-1 Semi-Annual Report On Juveniles Held in Lockups/Cells</p> <p>Contains completed copy of the Semi-Annual Report On Juveniles Held in Lockups/Cells. Record copy maintained by Juvenile Justice Advisory Council.</p>
<p>41-12 <u>Open (Available for use)</u></p>	<p>Retain installation copy for three years, then destroy.</p>
<p>41-13 DR-15A Book Issuance Control Ledger</p> <p>Contains a record of DR-15A Books issued to troopers. Coded by form number and issued in sequential order (Form 156).</p> <p>Retain completed forms for three years, then destroy.</p>	<p>54 Used</p> <p>55 Monthly UCR (<u>Uniform Crime Reports</u>)</p> <p>Contains non-record copy of monthly installation UCR reports. Retain one year, then destroy.</p> <p>Record copy maintained by UCR Unit, <u>Central Records Division</u>.</p>
<p>41-14 DR-15A/Allied Law Enforcement Agencies</p> <p>Contains copies of DR-15A's received from allied law enforcement agencies for service by MSP.</p> <p>Retain for one year after service, then destroy.</p>	<p>56 Property Records – Open</p> <p>Contains open property records filed consecutively by property record number, with related documents such as Crime Laboratory Division Evidence Receipt, and/or Court Receipt for property (Property Record-Form 63), Request for Laboratory Examination (Form 67), Request for Laboratory CDS Examination (Form 67A).</p> <p>Retain until closed. See File 56-1.</p>
<p>51 Used</p>	<p>56-1 Property Records – Closed</p> <p>Contains all completely closed property records and all attachments (Forms 63, 64, 67.) Record copy retained by Budget and Finance Division. Retain non-record copy</p>
<p>52 Master Criminal File Card</p> <p>Contains the Barrack Identification (BI) Cards, completed and maintained in a Master Name Index File at all installations. Data is captured from the victim, suspect, and accused generated from criminal investigations, criminal summonses, and warrants. BI Cards serve as a cross reference to information maintained elsewhere and provide identifying descriptors and information as well as complaint control numbers for related</p>	

- one year after full release, then destroy. Finance Section retain for five years, then transfer to State Records Center for an additional ten years, then destroy.
- 56-2 Property Record Control Log
Contains a listing of property record numbers in sequence, along with other pertinent information concerning property records issued to installation personnel recorded on Property Record Control Log (Form 63A). Record copy maintained by the originating source
Retain ledger until completed and five years, then destroy
- 56-3 MSP Installation Property Log
Contains data itemizing all material being held by MSP installations and disposition of same (Form 99). Record copy of logs maintained by the originating source.
Retain log five years, then destroy.
- 56-4 Quarterly Property Record Inventory
Contains most current Quarterly Property Record Inventory (Form 47). Record copy retained by, Finance Section. Retain until next quarterly inventory is filed, then destroy previous quarterly inventory.
- 57 Confidential Informant File (Active)
Contains Confidential Informant Contact History (Form 85), Confidential Informant Contact Sheet (Form 86), criminal history record check and letters of agreement concerning the confidential informant's performance and an Expenditure Report (Form 106) documenting an informant payment for assistance in a case. Record copies maintained by the originating source.
Retain the active file for six months past the last documented date of contact with the informant by a member of MSP. Thereafter, remove the C.I. file folder to the inactive section.
Maintained in separately locked drawer or cabinet pursuant to provisions of Chapter 27, Section III.
- 57-1 Confidential Informant File (Inactive)
Contains all Confidential Informant files which have been inactive for a period of six months or more.
Retain inactive files for five years past the last documented date of contact with a
- member of MSP, then destroy by shredding.
Maintained in separately locked drawer or cabinet pursuant to provisions of Chapter 27, Section III.
- 58 Expunged Records
Contains all completely expunged records retained at barrack in a secure location (i.e., locked closet, locked file cabinet).
Retain three years and six months (42 months), from the date the court authorized the expungement, then destroy.
- 59-65 Open (Available for use)
- 66 Alarm Log
Contains information concerning alarms installed at MSP installations and the causes of alarm signals to which troopers respond. Information related to alarm signals is recorded on Form 154.
Retain for four years, then destroy
- 66-1 Burglar and Telephone Alarm Correspondence
Contains correspondence with vendors and business establishments and private residences concerning burglar alarm procedures. Record copy maintained by the originating source.
Retain for four years, then destroy
- 66-2 Alarm Record
Contains Form 154A, history of responses to specific alarm user.
Retain Form 154A for 12 months after the last entry for a response for an alarm signal.
- 67 Criminal Polygraph
Contains graphs, copy of examiner's findings and all related data dealing with polygraph examinations involving criminal matters. Record copy maintained by the appropriate polygraph operator.
Retain five years after final adjudication and until no longer needed, then destroy.
- 67-1 Non-Criminal Polygraph
Contains graphs, copy of examiner's findings and all related data dealing with polygraph examinations involving non-criminal matters. Record copy maintained by Human Resources Division.

- Retain five years and until no longer needed, then destroy.
- 68 K-9 Activities
Contains copies of records of activities generated by K-9 personnel assigned to field installations. Record copy filed at installation where K-9 handler is assigned. Non-record copy filed with K-9 Unit. Retain one year, then destroy.
- 68-1 K-9 Activity Summary (Form 40)
Retain one year, then destroy.
- 68-2 K-9 Handlers Daily Activity Report (Form 41)
Retain one year, then destroy.
- 69 Mobile Video Recording Activities
Contains logs and reviews related to the use of In-Car Video Cameras. See 69-1, 69-2
- 69-1 Video Tape Logs, Form 83
Retain for 18 months after last entry, then destroy.
- 69-2 Videotape Review Reports, Form 83R.
Retain for 18 months, then destroy, unless legal or administrative action pending related to stop reviewed on form. For instances of pending legal or administrative action, retain until the MSP Legal Counsel Section authorizes destruction.
- 70 Child Passenger Safety Seat Loaner Program
Contains barrack record copy of Form 221, Application and Agreement and Form 222, Check List.
Retain Forms 221 and 222 for 4 years from date safety seat is returned, then destroy. If safety seat is not returned, retain for 4 years from date borrowed, then destroy.
- 71 Vehicle Search Report (form MSP130) and Consent to Search and Seize (Form 78)
Contains barrack copy of form MSP130 with original Form 78 attached (stapled) if no property is seized. A photocopy of the Form 78 will be attached to the Form 130 if property is seized. (Original Form 78 filed in OPS 24 when property is seized.)
Retain non-record copy and Form 78 for 18 months, then destroy. Retain original of form MSP130 for 18 months, then destroy.
- 80-86 Used
- 87 Commander's Quarterly Review of Traffic and Search Reports
Contains record copy of Form 226.
Retain Form 226 for 18 months, then destroy, unless otherwise required for management purposes or legal proceedings.
- 88 Grants
Contains barrack record copy of highway safety project related forms and reports. (Not used for reimbursable overtime projects assigned a Z number).
Retain for 3 years or until audited, whichever occurs sooner, then destroy.

CHAPTER 8 SECTION VI

FILING AND RETENTION SCHEDULE - (LEG)

8-VI-1

5-0 Legal

These files contain copies of Federal, State, County, City and local laws and amendments which have, or if enacted, may have, a direct impact on Maryland State Police operations. Included is correspondence, interpretations, decisions, and opinions of the Attorney General's Office and other legal authorities.

LEG

1 U. S. Laws

Self-explanatory.

Retain until repealed, then destroy.

2 State Laws

Self-explanatory.

Retain until repealed, then destroy.

3 County Ordinances

Self-explanatory.

Retain until repealed, then destroy.

4 City Ordinances

Self-explanatory.

Retain until repealed, then destroy.

5 Local District

Regulations created by county or city governments. Regulations which affect MSP operations.

Retain until repealed, then destroy.

6 Attorney General's Opinion

Self-explanatory.

Retain as a perpetual file by updating as necessary.

CHAPTER 8 SECTION VII

FILING AND RETENTION SCHEDULE - (LIA)

8-VII-1

6-0 Liaison

These files include miscellaneous correspondence with other governmental agencies which does not relate to any other category in this filing system.

LIA

1 Federal Agencies

Create files as needed. Record copy maintained by the originating source.

- 1-1 Federal Bureau of Investigation
- 1-2 Bureau of Census
- 1-3 Secret Service
- 1-4 Etc.

Maintain three years and until no longer needed, then destroy.

2 State Agencies Excluding Courts

Create files as needed. Record copy maintained by the originating source.

Example:

- 2-1 Department of Transportation
- 2-2 Department of Health and Mental Hygiene
- 2-3 State Fire Marshal
- 2-4 State Highway Administration
- 2-5 Colorado Highway Patrol
- 2-6 Etc.

Retain three years and until no longer needed, then destroy.

3 State Courts

Self-explanatory. Record copy maintained by the originating source.

Retain three years and until no longer needed, then destroy.

4 Municipal Governments

Contains informative data concerning local police departments, city health agencies, and related organizations. Resident Trooper contracts and other related Resident Trooper correspondence. Record copy maintained by the originating source.

Retain three years and until no longer needed, then destroy.

5 County Governments

Contains informative data concerning county police departments, Society for the Prevention of Cruelty to Animals, and related organizations. Resident Trooper contracts and other related Resident Trooper correspondence. Record copy maintained by the originating source.

Retain three years and until no longer needed, then destroy.

CHAPTER 8 SECTION VIII

FILING AND RETENTION SCHEDULE - (SUP)

Revised 7-1-97

8-VIII-1

7-0 Supply and Services

These files consist of correspondence and documents for supplies, equipment, and utilities which are required by the bureaus, divisions, and installations

SUP

1 Open

2 Requisitions - Open Non-Capital Equipment

Contains copies of requests for materials not yet received. Supply catalog will be utilized for orders recorded on Requisition (Form 120), Special Purchase Orders/Quartermaster Division Emergency Purchases, Department of General Service Purchase Order (#PB 100), Department of General Services Warehouse Order (#DGS 74052), and Department of General Services Quarterly Order (#1A).

Retain until closed. See File 2-1.

2-1 Requisitions - Closed Non-Capital Equipment

Copies of requests for materials which have been filled through supply channels (Form 120). Record copy maintained by Quartermaster Division, Electronic Services Division, as appropriate.

Retain six months, then destroy.

Quartermaster Division retain three years and until audited, then destroy.

2-2 Requisition Log

Contains original copy of Requisition Log (Form 113) filed chronologically, numerically listing each Maryland State Police Requisition (Form 120) as it is used.

Retain two years from the date of last entry, then destroy.

3 Motor Vehicle History

Installation files, arranged by vehicle number, will consist of:

- a. Motor Vehicle Inspection Reports (Form 153)
- b. Equipment Loss/Damage Report (Form 195), and
- c. Request for Services of Electronic Services Division (Form 196).

d. Motor Vehicle Repair Order (Form 129)

Retain non-record copies until the vehicle is disposed of, then destroy. Retain Motor Vehicle Inspection Report for the current year plus one additional year, then destroy. Retain Request for Electronic Services Division for three years, or until equipment is removed, then destroy.

3-1 Motor Vehicle Operation Reports

Contains all Motor Vehicle Operation Reports (Form 125). Record copy maintained by Motor Vehicle Division.

Retain non-record copy for one year. Motor Vehicle Division retain record copy for three years and until audited, then destroy.

4 Material Safety Data Sheet (MSDS)

Lists Hazardous and Toxic Substances (HTS) purchased by the Quartermaster Division or by an installation, division, unit, or garage

Every installation, division, unit, or garage will have an MSDS on file for each HTS used or stored at that location.

Retain for three years at Quartermaster Division after the MSP discontinues using a specific HTS, after which it will be forwarded to the Records Center for an additional 37 years retention, then destroy.

5 Tactical Supplies Inventory - Non-Capital Equipment

Contains records relating to flak vests, tear gas grenades and canisters, grenade launchers, gas masks, and tactical equipment bags. Record copy maintained by Field Operations Bureau.

Retain non-record copy three years, then destroy. Field Operations Bureau retain three years, then destroy.

8-0 Public Relations

These files contain all correspondence and reports which relate to activities which promote or publicize the mission and functions of the MSP.

PR

1 Organizations

Contains copies of correspondence from organizations concerning ceremonies, escorts, parades, and other requests for MSP participation including Lecture Form (Form 8) and Waiver of Claims and Release From Liability (Form 45) and General Waiver and Release Seat Belt Convincer (Form 45B). Record copy maintained by the originating source.

Retain three years after the assignment is complete, then destroy.

2 Press Releases

Contains those authorized notices released for public dissemination.

Retained by Office of Media Communications one year, then destroy.

3 Public Officials

Contains names, addresses, telephone numbers and titles of local public officials and agencies to which citizens can be referred for matters not handled by the Maryland State Police.

Retain as a perpetual file by updating as necessary. Non-record material.

4 Public Inquiries and Requests (Not Related to any Specific Category)

Retain three years after completed, then destroy.

CHAPTER 8 SECTION X

FILING AND RETENTION SCHEDULE - (TNG)

Revised 12-21-98

8-X-1

9-0 Training

Documents in this file consist of brochures, announcements, schedules, and reports requiring attendance at, or participation in, training programs conducted at police academies and various civilian institutions.

TNG

1 Academies and Special Courses

Contains informative materials relating to special schools available to MSP personnel.

To be kept current by destroying obsolete materials on a yearly basis. Non-record materials.

1-1 Request for Special Assignment/Training Reports

Contains copies of requests for training or special assignment reports.

Retain until action is taken on the request, then destroy.

2 College Programs (On Campus)

Contains informative materials concerning college programs available to MSP personnel.

To be kept current by destroying obsolete materials on a yearly basis. Non-record materials.

3 OPEN - May be used.

4 Tactical Training

Contains information relating to tactical training conducted by and for MSP personnel. Record copy maintained by Field Operations Bureau.

Retain three years, then destroy

5 Ad-Hoc Recommendations

Contains copies of all reports submitted to the Commander of the Training Division by the committee. Record copy maintained by the Training Division.

Retain one year, then destroy.

CHAPTER 8 SECTION XI

10-0 Medical Records

Any documents containing information about the medical condition (past or present), details of sick leave use, medications, etc. of an employee will be maintained as follows.

- A. Medical records will be filed separately from any other documents.
- B. The storage location will be locked with a configuration preventing access to the medical information while other non-related files are being accessed.
- C. Handling and access to the actual records will be limited to an individual designated by the commander/director.
- D. All medical information and records concerning any MSP employee will be considered confidential.
- E. Supervisors may be advised of restrictions on or modifications to the work or duties of a particular employee, but NOT the reasons for those changes or restrictions.
- F. Emergency services personnel may be apprised of a medical condition should that information assist at a time that emergency treatment of the employee is necessary and the employee is not capable of providing the information.
- G. Properly authorized representatives of Equal Employment Opportunity Commission, the body charged with enforcing the requirements of the Americans with Disabilities Act, may be provided relevant information upon request.
- H. Relevant information may be provided to the State Worker's Compensation Commission or "second injury" funds in accordance with State Worker's Compensation Commission Laws.
- I. Relevant information may be provided to insurance companies that require medical examinations to provide health or life insurance upon presentation of a release of information from the employee.
- J. Upon request, the properly authorized employee of the Medical Division may be provided information from the local file.

- K. Documents received by the Medical Division will be maintained in accordance with the Medical Division unique filing system.
- L. Locally, the medical file will contain a folder for each assigned employee arranged alphabetically.
- M. The employee's local medical file will accompany the employee if transferred.
- N. An employee's local medical file will be forwarded to the Medical Division upon the employee's separation from the MSP.

MED

1 Sick Leave Log, Form 200

Form 200, Accident and Sick Leave Record.

Retain Form 200 as perpetual file. Utilize all spaces on each Form 200.

2 Medical Status and Medication Report

Form 175, Certificate of Illness or Disability - Employee or Employee's Immediate Family Member and any other document that serves as an original certificate of illness or disability signed by an authorized health care provider that authenticates the employee's or the employee's immediate family member's illness or disability and the absence from the workplace.

Medical documentation for absences less than 5 consecutive workdays will be retained for one year, then destroyed.

Medical documentation for absences of 5 or more consecutive workdays (originals) will immediately be forwarded to the Medical Division for inclusion in the employee's medical file. Retain copy locally for 3 years, then destroy. Records forwarded to the Medical Division are retained according to that division's Records Retention & Disposal Schedule, DGS 550-1

Form 175E, Medication/Exposure Report is completed upon ingesting any medication prescribed by a medical practitioner or which is obtained over-the-counter and causes significant side effects. A Form 175E is also completed when exposed to a controlled dangerous substance (CDS) communicable disease, or hazardous substances, i.e., radioactive material, anthrax, toxic chemicals.

Immediately forward originals to the Medical Division. Retain copy locally for 3 years, then destroy. Records forwarded to the Medical Division are retained according to that division's Records Retention & Disposal Schedule, DGS 550-1

3 Duty Related Illness or Injury

Form 199, Report of On-Duty Injury or Illness

Retain copy of Form 199 for three years, then destroy; original filed with Medical Division.

CHAPTER 8 SECTION XII

ELECTRONIC DATA REPORTING

Revised 12-12-07

8-XII-1

A. Scope

This section addresses the data that was captured by the following Maryland State Police (MSP) forms:

1. MSP 14 Trooper Activity Report
2. MSP 29 Trooper Monthly Activity Summary
3. MSP 29A Installation/Division Monthly Activity Summary Totals
4. MSP 29B Monthly Summary For To and From Assignments AIRS
5. MSP 49 Off-Duty Use Log
6. MSP 49A Off-Duty Use Log Summary
7. MSP 125 Motor Vehicle Mileage Summary
8. MSP 216 Traffic Stop Data Collection
9. MFR Managing For Results Monthly Report
10. CARE Combined Accident Reduction Effort (CARE) Form

B. Definitions

1. MSP Online Data Management System (DMS) - a secure website to be used by MSP employees.
2. Electronic submission - the entry of data into the DMS.
3. Installation - an MSP barrack, division, section, or unit.
4. All form specific definitions are accessible on the DMS.

C. Responsibilities

1. The Information Technology Division is responsible for the design, maintenance and security of the online DMS and the management of the data contained in the system.
2. Sworn and civilian personnel are responsible for entering the required data into the system within the defined time periods as described.
3. Supervisors and commanders will ensure that all required information is entered into the system in a timely and accurate manner. Quality assurance coordinators at each installation will review all data at regular intervals (at least monthly).

D. Procedures

1. Use Microsoft Internet Explorer (not Netscape) to logon to the DMS.

- a. If access is from a computer on the MSP network, type <http://10.57.2.55> in the address bar and log in with your user name and password.
- b. If access is from any other computer, type <http://www.mdsp.info> in the address bar.

2. Entry of On-Duty Activity Data

- a. Definitions of each field can be found on the data entry screen.
- b. Arrests should be thought of as physical apprehensions for which a Detention Log (Form 112) is completed. This is a common sense definition. It includes persons who will face criminal charges (not emergency petitions for example). A single arrest should be captured in only one category. For example, an adult who is arrested for a CDS violation would be captured under "CDS Adult" only (not "CDS Adult" and "Adult"). A subject who is arrested because he has five warrants counts as one warrant arrest. An adult subject who is arrested for theft and has an open warrant should be counted only as one adult arrest.
- c. Ideally, these statistics should be entered when Form 216 is entered.
- d. All traffic stop and criminal arrest data entries will be entered into the DMS:
 - (1) before the close of the next scheduled shift; or
 - (2) if the employee is not scheduled to work the next day, 2 hours after the end of the last shift worked.
- e. Should unanticipated leave occur, the employee is responsible for ensuring the data is entered within the time frame described in "d." above.

3. Entry of Off-Duty Activity Data

Statistical data generated while initially off-duty will be entered into the DMS by the end of the next working shift

4. Entering and Retrieving Data

- a. On-Duty Trooper Monthly Activity Report should not be printed and filed every month. Supervisors should only use this feature to confirm their subordinates have entered the required data.
- b. Monthly Activity Summaries should not be printed and filed every month. However, the data may be retrieved at

- any time. Additionally, the DMS has a feature which allows graphing of this information.
- c. Off-Duty Vehicle Use and Activity – Personnel should complete this form by the fifth of each month to capture data for the previous month (e.g. the data for March should be entered no later than April 5th).
 - d. Installation Vehicle Inventory – All MSP vehicle assignments will be updated to indicate that the proper operator is assigned to the vehicle anytime a change is made. A vehicle not assigned to a specific operator will be designated as a “spare.” This area of the website will only be accessible to one person at each installation who is designated by the commander as the “Installation Vehicle Manager.”
 - e. Monthly Motor Vehicle Data Entry – Troopers should enter the required information by the fifth of each month to capture data for the previous month (e.g. the data for March should be entered no later than April 5th).
 - f. Monthly Motor Vehicle Mileage Summary – Installation vehicle managers should confirm that the mileage and last service has been updated for all vehicles at their installation. This should be completed no later than the 7th of the month.
 - g. Form 216 Quality Control – Monthly, all supervisors and commanders will ensure that personnel under their command are entering traffic stop data as required by law. Supervisors will randomly audit one day per trooper per month by comparing the data in the DMS with the trooper’s actual citation, warning, and SERO books.
 - h. The DMS may be used to retrieve MFR, CARE, Chief’s Challenge and other data as needed.
 - i. Technical problems or questions related to the DMS (including password resets) should be directed to the MSP Help Desk at helpdesk@mdsp.org or 410-653-4626.